

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page:	1 of 5

GUIDELINES FOR ESTABLISHING A NEW CAMPUS OR OFF-CAMPUS SITE AND FOR CHANGING THE INSTRUCTIONAL MISSION AT AN EXTENSION CENTER OR OFF-CAMPUS SITE

Introduction

The definitions of a campus, a comprehensive center, an extension center and an off-campus site are provided within these Guidelines. As one of the powers and duties bestowed upon the Mississippi Community College Board (State Board) in Section 37-4-3(6)(l), these definitions have been established to serve as a mechanism for community and junior colleges to qualify for state appropriations. Upon the initial approval of these Guidelines, the State Board shall study and determine which definition best fits each particular location within each community and junior college district. Subsequent to the initial approval, colleges may request a change in status or a change in status shall be determined by the Mississippi Community College Board.

A college's decision to request the establishment of a new location or to request a change in the status of an extension center or an off-campus site shall be interpreted to mean that both the short range and long range educational needs of the specific area can be met best through the requested expansion or the establishment of a new location.

It is the intent of the State Board that all requests meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges under the initial application process, reaffirmation of the accreditation process, or by the substantive change process, as may be appropriate to the request.

Definitions

Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college branch campus shall be approved without an authorizing act of the legislature.

Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, career and technical instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. Library services and student support services are limited directly to serve the type and number of students. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

Off-Campus Site: An off-campus site is a location, which provides a very limited selection of course offerings (usually academic) that support the instructional mission of a campus or center. Such a site provides minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. A community or junior college must obtain approval from the State

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 2 of 5

Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

Criteria For The Establishment of A New Campus:

Pursuant to Section 37-4-3(6)(e) of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college's request for establishing a new campus.

Definition of Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college campus shall be approved without an authorizing act of the legislature.

Community or junior colleges will request State Board approval for the establishment for any new campus.

If the State Board agrees with the initial request, it will support the college's request for legislative action.

Criteria For The Establishment of a New Permanent Facility

A new permanent facility is defined as a facility, building, or structure that is used by the college to offer credit courses, where such courses have not been previously taught and is not a part of a previously defined campus, comprehensive center or extension center and is constructed, purchased, acquired, leased or rented by the college with a reasonable expectation that such classes will be taught at this facility for more than twelve (12) months. Prior to constructing, purchasing, acquiring, leasing, or renting a new permanent facility where academic, career, or technical classes are taught for credit, approval from the State Board must be received.

The general guidelines the State Board will use for approval of such a permanent facility are as follows:

1. The permanent facility must be at least twenty-five (25) miles from that college's or another community or junior college's permanent location. However, under certain extenuating circumstances, such as where there is a heavy population density, and the educational needs of the population are not being met, consideration will be given to such new permanent facilities.
2. The college shall have the necessary funds allocated to the permanent facility's operation to ensure that a quality educational program can be offered at this location. The college shall provide the State Board proof of adequate funding along with the source of that funding.
3. The college requesting approval of a new permanent facility shall provide the State Board with a copy of the long range plan for this facility, a list of anticipated classes or programs to be taught at this facility, and staffing plans.
4. Courses taught at a new permanent facility will not be approved for state reimbursement unless the State Board approves the establishment of a new permanent facility.

Criteria For Change in Instructional Mission to A Comprehensive Center or an Extension Center

The following definitions and regulations will be used by the State Board when reviewing a community or junior college's request for a change in the instructional mission at an existing center or an extension site.

Community or junior colleges will request State Board approval for a change in the instructional mission at an existing extension center or an off-campus site through a formal proposal using the following criteria:

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page:	3 of 5

Definition of Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, technical, and career instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

A Comprehensive Center differs from a campus in the following manner:

- It does not duplicate upper administration (Ex. President, Financial Officer, Computing Services).
- It is accredited with the campus.
- It does not offer extra-curricula athletic activities.
- It is designed to be solely a commuter campus.

Definition of Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. The extent of Library services and student support services must be in direct proportion to the instructional mission and to the type and number of students served. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

- A. A college's request for a change in status must include proof of approval from the local board of trustees.
- B. Decisions to change the instructional mission at a center or extension site shall be interpreted to mean that both the short-range and long-range educational needs of the specific area can be met best through this change.
- C. Each district must clearly delineate the long-range development potential of the comprehensive center or center.
- D. A current Educational Master Plan for the district must exist, and the district must show adherence to the plan. If career and technical programs are projected, these must be evident in annual career and technical educational plans. A minimum of five (5) approved career-technical programs shall be required for career-technical centers. As a requirement for an academic center, evidence must be shown that supports an institution's ability to offer adequate labs (learning, language, science, etc.) to support that academic mission.
- E. A sufficient pool of potential clients must be evident. The need for such an expansion may be supported by community requests and /or college surveys. Generally, approximately 600 FTE students would be recommended for a comprehensive center. The 600 FTE's can consist of a combination of academic, career and technical student semester credit hours. Approximately 300 FTE students in either area (academic or career and technical) would be recommended for a center.
- F. Evidence of community support and local revenue sources must be present.
- G. Programs and services must be planned without duplication and without competition of existing programs available within the proposed service area. Historically, centers have not been established within twenty-five miles or thirty minutes commuting time of other campuses and centers capable of offering similar programs; however, the extent of the need for the program will be an important determining factor in relation to the distance. Consideration must be given to all existing postsecondary educational institutions (including universities), both public and private, in the proposed geographic area. Programs and services at proposed locations that would exist in close proximity to existing colleges and universities, both

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 4 of 5

public and private, shall take into consideration existing programs offered by existing institutions and shall also consider the best use of resources.

- H. The college must ensure the common use of resources at all locations, including but not limited to staffing, computer services, financial aid, registration, etc.
- I. Land and facilities are the primary responsibility of the college district. Increased funding for operations must be proportional to those within the current district budget or the system norm. Written pledges of increased tax support from taxing authorities are recommended. Letters of support from community and business/industry leaders may be helpful. Proposed budgets for facilities and for operation during the first three years are also required.
- J. The State Board will assign weights to the above criteria in order to evaluate the proposal from the community or junior college.
- K. Formal comments will be solicited for a period of at least thirty days after the State Board considers a proposal for a change in the instructional mission at an extension center or an off-campus site and action of the board will be forthcoming within 90 days.

Criteria For Requesting The Operation of A Off-Campus Site

Pursuant to Section 37-29-69 of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college's request for establishing a new off-campus site.

Definition of Off-Campus Site: An off-campus site is a location, which provides a very limited selection of course offerings, (usually academic) that support the instructional mission of a campus or center. Such a site provides minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. A community or junior college must obtain approval from the State Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

- A. A community or junior college shall request State Board approval for the course offerings at an off-campus site.
- B. A letter of request from the President of the college must be sent to the Executive Director of the State Board at least two (2) weeks prior to a State Board meeting for immediate action of the State Board. The letter must include:
 - 1. Evidence of local Board of Trustee approval of the expansion
 - 2. The exact name and location of the requested off-campus site
 - 3. Course or courses to be offered
 - 4. Expected number of students to be served
 - 5. The dates the course offerings are to begin and end.
- C. The Executive Director will inform the college president of the State Board's action immediately following the State Board's next regular monthly meeting.

Funding

Once all preceding criteria have been documented to the State Board in the form of a proposal or letter as required, recommended to the State Board by the Executive Director, considered by the State Board, sent out on Administrative Procedures for at least thirty days (comprehensive center and extension center), and, subsequently, approved by a majority vote of those members present and voting, the State Board will disburse funding to colleges for students who are enrolled and in attendance on the last day of the sixth week (or its equivalence) at all approved college locations, according to the weights and percentages prescribed by State Board policy and legislative action, under the funding formula.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page:	5 of 5

Full-time status may be achieved by a student enrolling in 12 or more semester credit hours at any combination of locations within a district. For a college to receive the highest possible reimbursement, a student must be enrolled in at least one course at the site assigned the highest weight. For example, if a student is enrolled in three semester credit hours at a comprehensive center and nine semester credit hours at an extension site, he/she will be a full-time student and the college will be reimbursed at 95%. Part-time funding will be provided for academic, career and technical hours generated by students taking fewer than twelve hours during the summer, fall and spring on a full-time equivalency basis. (Note: Career and technical program approvals will continue to be site specific.)

Specific Weights:

- Academic Campuses at a weight of 1.0
- Academic Comprehensive Centers at a weight of 0.95
- Academic Extension Centers at a weight of 0.85
- Academic Off-Campus Sites at a weight of 0.75
- Part-time Academic, Career and Technical weights at 0.55

Fiscal year 2003 will be the first year of a four-year phase-in of career and technical weights. Over the four-year period, career and technical weights will be phased in as follows:

- Technical weights will be phased in from 1.19 to 1.0.
- Career weights will be phased in from 0.38 to 1.0.

See Attached Chart.

NOTE: No existing location will be diminished in status with the adoption of this criteria.

**Mississippi Public Community and Junior Colleges
Conversion of Career and Technical Education to Desired Weights over a Four Year Period
FY 2003 – FY 2006**

	Year 1 FY 2003	Year 2 FY 2004	Year 3 FY 2005	Year 4 FY2006
TECHNICAL:				
Campus	1.19	1.13	1.06	1.00
Comprehensive Center	1.19	1.11	1.03	0.95
Extension Center	1.19	1.08	0.96	0.85
Off Campus Site	1.19	1.04	0.90	0.75
CAREER:				
Campus	0.38	0.59	0.70	1.00
Comprehensive Center	0.38	0.57	0.76	0.95
Extension Center	0.38	0.54	0.69	0.85
Off Campus Site	0.38	0.50	0.63	0.75

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page:	1 of 5

GUIDELINES FOR ESTABLISHING A NEW CAMPUS OR OFF-CAMPUS SITE AND FOR CHANGING THE INSTRUCTIONAL MISSION AT AN EXTENSION CENTER OR OFF-CAMPUS SITE

Introduction

The definitions of a campus, a comprehensive center, an extension center and an off-campus site are provided within these Guidelines. As one of the powers and duties bestowed upon the Mississippi Community College Board (State Board) in Section 37-4-3(6)(l), these definitions have been established to serve as a mechanism for community and junior colleges to qualify for state appropriations. Upon the initial approval of these Guidelines, the State Board shall study and determine which definition best fits each particular location within each community and junior college district. Subsequent to the initial approval, colleges may request a change in status or a change in status shall be determined by the Mississippi Community College Board.

A college's decision to request the establishment of a new location or to request a change in the status of an extension center or an off-campus site shall be interpreted to mean that both the short range and long range educational needs of the specific area can be met best through the requested expansion or the establishment of a new location.

It is the intent of the State Board that all requests meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges under the initial application process, reaffirmation of the accreditation process, or by the substantive change process, as may be appropriate to the request.

Definitions

Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college branch campus shall be approved without an authorizing act of the legislature.

Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, career and technical instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. Library services and student support services are limited directly to serve the type and number of students. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

Off-Campus Site: An off-campus site is a location, which provides a ~~very limited~~ selection of course offerings (~~usually academic~~) that support the instructional mission of a campus or center. Such a site may provide minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. Dual Credit/Dual Enrollment programs and Early College programs

offered by a community college at a partner high school would qualify as an Off-Campus Site. A community or junior college must obtain approval from the State

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 2 of 5

Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

Criteria For The Establishment of A New Campus:

Pursuant to Section 37-4-3(6)(e) of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college's request for establishing a new campus.

Definition of Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college campus shall be approved without an authorizing act of the legislature.

Community or junior colleges will request State Board approval for the establishment for any new campus.

If the State Board agrees with the initial request, it will support the college's request for legislative action.

Criteria For The Establishment of a New Permanent Facility

A new permanent facility is defined as a facility, building, or structure that is used by the college to offer credit courses, where such courses have not been previously taught and is not a part of a previously defined campus, comprehensive center or extension center and is constructed, purchased, acquired, leased or rented by the college with a reasonable expectation that such classes will be taught at this facility for more than twelve (12) months. Prior to constructing, purchasing, acquiring, leasing, or renting a new permanent facility where academic, career, or technical classes are taught for credit, approval from the State Board must be received.

The general guidelines the State Board will use for approval of such a permanent facility are as follows:

1. The permanent facility must be at least twenty-five (25) miles from that college's or another community or junior college's permanent location. However, under certain extenuating circumstances, such as where there is a heavy population density, and the educational needs of the population are not being met, consideration will be given to such new permanent facilities.
2. The college shall have the necessary funds allocated to the permanent facility's operation to ensure that a quality educational program can be offered at this location. The college shall provide the State Board proof of adequate funding along with the source of that funding.
3. The college requesting approval of a new permanent facility shall provide the State Board with a copy of the long range plan for this facility, a list of anticipated classes or programs to be taught at this facility, and staffing plans.
4. Courses taught at a new permanent facility will not be approved for state reimbursement unless the State Board approves the establishment of a new permanent facility.

Criteria For Change in Instructional Mission to A Comprehensive Center or an Extension Center

The following definitions and regulations will be used by the State Board when reviewing a community or junior college's request for a change in the instructional mission at an existing center or an extension site.

Community or junior colleges will request State Board approval for a change in the instructional mission at an existing extension center or an off-campus site through a formal proposal using the following criteria:

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 3 of 5

Definition of Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, technical, and career instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

A Comprehensive Center differs from a campus in the following manner:

- It does not duplicate upper administration (Ex. President, Financial Officer, Computing Services).
- It is accredited with the campus.
- It does not offer extra-curricula athletic activities.
- It is designed to be solely a commuter campus.

Definition of Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. The extent of Library services and student support services must be in direct proportion to the instructional mission and to the type and number of students served. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

- A. A college's request for a change in status must include proof of approval from the local board of trustees.
- B. Decisions to change the instructional mission at a center or extension site shall be interpreted to mean that both the short-range and long-range educational needs of the specific area can be met best through this change.
- C. Each district must clearly delineate the long-range development potential of the comprehensive center or center.
- D. A current Educational Master Plan for the district must exist, and the district must show adherence to the plan. If career and technical programs are projected, these must be evident in annual career and technical educational plans. A minimum of five (5) approved career-technical programs shall be required for career-technical centers. As a requirement for an academic center, evidence must be shown that supports an institution's ability to offer adequate labs (learning, language, science, etc.) to support that academic mission.
- E. A sufficient pool of potential clients must be evident. The need for such an expansion may be supported by community requests and /or college surveys. Generally, approximately 600 FTE students would be recommended for a comprehensive center. The 600 FTE's can consist of a combination of academic, career and technical student semester credit hours. Approximately 300 FTE students in either area (academic or career and technical) would be recommended for a center.
- F. Evidence of community support and local revenue sources must be present.
- G. Programs and services must be planned without duplication and without competition of existing programs available within the proposed service area. Historically, centers have not been established within twenty-five miles or thirty

minutes commuting time of other campuses and centers capable of offering similar programs; however, the extent of the need for the program will be an important determining factor in relation to the distance. Consideration must be given to all existing postsecondary educational institutions (including universities), both public and private, in the proposed geographic area. Programs and services at proposed locations that would exist in close proximity to existing colleges and universities, both

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 4 of 5

public and private, shall take into consideration existing programs offered by existing institutions and shall also consider the best use of resources.

- H. The college must ensure the common use of resources at all locations, including but not limited to staffing, computer services, financial aid, registration, etc.
- I. Land and facilities are the primary responsibility of the college district. Increased funding for operations must be proportional to those within the current district budget or the system norm. Written pledges of increased tax support from taxing authorities are recommended. Letters of support from community and business/industry leaders may be helpful. Proposed budgets for facilities and for operation during the first three years are also required.
- J. The State Board will assign weights to the above criteria in order to evaluate the proposal from the community or junior college.
- K. Formal comments will be solicited for a period of at least thirty days after the State Board considers a proposal for a change in the instructional mission at an extension center or an off-campus site and action of the board will be forthcoming within 90 days.

Criteria For Requesting The Operation of A Off-Campus Site

Pursuant to Section 37-29-69 of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college's request for establishing a new off-campus site.

Off-Campus Site: An off-campus site is a location, which provides a ~~very limited~~ selection of course offerings (~~usually academic~~) that support the instructional mission of a campus or center. Such a site may provide minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. Dual Credit/Dual Enrollment programs and Early College programs offered by a community college at a partner high school would qualify as an Off-Campus Site. A community or junior college must obtain approval from the State Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

- A. A community or junior college shall request State Board approval for the course offerings at an off-campus site.
- B. A letter of request from the President of the college must be sent to the Executive Director of the State Board at least two (2) weeks prior to a State Board meeting for immediate action of the State Board. The letter must include:
 - 1. Evidence of local Board of Trustee approval of the expansion
 - 2. The exact name and location of the requested off-campus site
 - 3. Course or courses to be offered
 - 4. Expected number of students to be served
 - 5. The dates the course offerings are to begin and end.
- C. The Executive Director will inform the college president of the State Board's action immediately following the State Board's next regular monthly meeting.

Funding

Once all preceding criteria have been documented to the State Board in the form of a proposal or letter as required, recommended to the State Board by the Executive Director, considered by the State Board, sent out on Administrative Procedures for at least thirty days (comprehensive center and extension center), and, subsequently, approved by a majority vote of those members present and voting, the State Board will disburse funding to colleges for students who are enrolled and in attendance on the last day of the sixth week (or its equivalence) at all approved college locations, according to the weights and percentages prescribed by State Board policy and legislative action, under the funding formula. NOTE: No existing location will be diminished in status with adoption of this criteria.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page:	5 of 5

~~Full time status may be achieved by a student enrolling in 12 or more semester credit hours at any combination of locations within a district. For a college to receive the highest possible reimbursement, a student must be enrolled in at least one course at the site assigned the highest weight. For example, if a student is enrolled in three semester credit hours at a comprehensive center and nine semester credit hours at an extension site, he/she will be a full time student and the college will be reimbursed at 95%. Part time funding will be provided for academic, career and technical hours generated by students taking fewer than twelve hours during the summer, fall and spring on a full time equivalency basis. (Note: Career and technical program approvals will continue to be site specific.)~~

~~Specific Weights:~~

- ~~a. Academic Campuses at a weight of 1.0~~
- ~~b. Academic Comprehensive Centers at a weight of 0.95~~
- ~~c. Academic Extension Centers at a weight of 0.85~~
- ~~d. Academic Off Campus Sites at a weight of 0.75~~
- ~~e. Part time Academic, Career and Technical weights at 0.55~~

~~Fiscal year 2003 will be the first year of a four year phase in of career and technical weights. Over the four year period, career and technical weights will be phased in as follows:~~

- ~~c. Technical weights will be phased in from 1.19 to 1.0.~~
- ~~d. Career weights will be phased in from 0.38 to 1.0.~~

~~See Attached Chart.~~

~~NOTE: No existing location will be diminished in status with the adoption of this criteria.~~

~~Mississippi Public Community and Junior Colleges~~

~~Conversion of Career and Technical Education to Desired Weights over a Four Year Period~~

~~FY 2003 – FY 2006~~

	Year 1 FY 2003	Year 2 FY 2004	Year 3 FY 2005	Year 4 FY 2006
TECHNICAL:				
—Campus	1.19	1.13	1.06	1.00
—Comprehensive Center	1.19	1.11	1.03	0.95
—Extension Center	1.19	1.08	0.96	0.85
—Off Campus Site	1.19	1.04	0.90	0.75
CAREER:				
—Campus	0.38	0.59	0.70	1.00
—Comprehensive Center	0.38	0.57	0.76	0.95
—Extension Center	0.38	0.54	0.69	0.85

— Off Campus Site	0.38	0.50	0.63	0.75
-------------------	------	------	------	------